

Using Oxford Brookes Library

A guide for Education and Early Years students in our partner colleges



Harcourt Hill is the main Education library for Oxford Brookes University. We support partner college courses in Early Years/Early Childhood Studies, Education & Lifelong Learning, Educational Practice and the PGCE in Post-Compulsory Education. Even if you come to Harcourt Hill only occasionally – or never! you can still use lots of the Library's services. You can also contact Library staff for help by email, phone, live chat or on Facebook and Twitter (see page 2) as well as getting help in your College library.

Where to start :

The Library Web site – go to <https://www.brookes.ac.uk/library/partner/> for all general information and help. Then use the **SEARCH** box on that page to start looking for resources.

Help for Education and Early Years students :

click *Subject Help* on the home page above, and then choose Education or Early Years/Early Childhood Studies. The Education/Early Years page explains how to use all our online services and how to contact us. Or go directly to the page at <https://www.brookes.ac.uk/library/subject-help/education-and-early-years---early-childhood-studies/> The librarians in your college library are also familiar with our Web site and online resources and should be able to help you use them.

Books :

Providing the key textbooks you need for your course is the responsibility of the library in your college. However, if you want to come and borrow books from Oxford Brookes Library, you're welcome to do so – see *Coming to the Library* below. You can also access our e-books from anywhere.

E-books :

We have hundreds of key Education books available as e-books. They're all listed on LibrarySearch (use the **Books and E-books** tab on **SEARCH** on the Library home page), or you can find a guide to using them on our Web pages at <https://www.brookes.ac.uk/library/resources/e-resources/finding-e-books/> You can access them from anywhere via the Web using your Brookes Login (see over).

Journals online :

Thousands of Education journals are available as e-journals. They're all listed on LibrarySearch : (use the **Journal Titles** tab and type in your journal title. If you need to narrow the search, select « eJournal » from *Format* in the menu on the left). You can access them from anywhere via the Web using your Brookes Login (see below).

Logging in :

To use any of our e-resources (e-books, e-journals, databases) you need to log in when prompted with your Brookes student number and password, which you should have received after enrolling (your Brookes student number is on your Brookes student card).

Finding our resources :

Everything in the Library for Education, both physical and online resources, is available through **LibrarySearch** on the Library home page. Just choose the tab for the thing you want (*Books & E-books*, *Journal titles*, *Find a database*, or *Reading Lists*) or use the default *LibrarySearch* tab to search everything!

Coming to the Library :

During semesters, we're open in the evenings and at weekends as well as Monday – Friday. Detailed opening hours are on the Library Web site at

<https://www.brookes.ac.uk/library/site-libraries/harcourt-hill-library/>

Borrowing books :

Most of our books are one-week loan, but they will be automatically renewed for you **unless** they are Held (reserved) by someone else. You need to check your Brookes email regularly for messages about Held books which you need to return; find it from the Brookes home page, <https://www.brookes.ac.uk/> by clicking on **Students** in the top right-hand corner and then on **GoogleMail**. Alternatively, check your loans on LibrarySearch in *My Account* at <https://oxfordbrookes.on.worldcat.org/myaccount> using the Oxford Brookes University login. You can also Hold (reserve) books through LibrarySearch (click into the book you want and then use the green *Place Hold* button) to collect when you come in, or to be sent to Harcourt Hill for you from one of the other Brookes libraries.

If you live nearer to our Headington, Wheatley or Swindon sites, you can get books sent to those libraries from Harcourt Hill (again, use the *Place Hold* button on LibrarySearch), and/or return Harcourt Hill books at those sites. Our print journals can't be borrowed, but there are photocopier/printers in the Library and you can use your Brookes Print Anywhere account if you want to photocopy a journal article.

Studying in the Library :

We have silent study and group study areas in the Library, with wifi (registration required).

Take an online tour!

You can take a virtual tour of Harcourt Hill Library on our Web site : bit.ly/hhlibvtour

Contacting Us

Harcourt Hill Library, Oxford Brookes University, Harcourt Hill, Oxford OX2 9AT

Renewing books :	Online via the Catalogue, or tel : 01865 488222 (Library opening hours)
General enquiries :	Tel : 01865 488222 or email hlibenquiries@brookes.ac.uk
Facebook :	Check our Facebook page at https://www.facebook.com/harcourtlibrary
Twitter :	Tweet to @brookeseduclibs
Library Help :	Use the chat speech-bubble on the Library home page when it's live (pink)

Help from the Education Librarians

For help finding information or resources, accessing our electronic library, using services from off-campus, or research help, your college librarians will usually be happy to help in the first instance.

You'll also find the answers to lots of questions in the guides, tutorials and information on Brookes Library's Education and Early Childhood Subject Help page:

<https://www.brookes.ac.uk/library/subject-help/education-and-early-years---early-childhood-studies/>

However, if you need to, you're welcome to contact the Education Librarians, **Hazel Rothera** and **Charlotte Olehnovics**, at Oxford Brookes:

Phone :	01865 488220 daytime Mon-Fri
Email :	educationlibrarians@brookes.ac.uk
Google Hangout :	email us to schedule a Google Hangout session for in-depth online help
Facebook :	post a question at https://www.facebook.com/harcourtlibrary
Twitter :	Tweet to @brookeseduclibs